



OPCW

Technical Secretariat

S/1342/2016

26 January 2016

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**COURSE FOR MEMBER STATES IN THE GRULAC REGION
ON THE ANALYSIS OF CHEMICALS RELATED TO THE CHEMICAL WEAPONS
CONVENTION IN THE FRAMEWORK OF OPCW PROFICIENCY TESTING
MADRID, SPAIN
23 MAY – 3 JUNE 2016**

1. The Technical Secretariat (hereinafter “the Secretariat”) of the OPCW wishes to invite applications from representatives of laboratories in Member States in the GRULAC¹ region to attend a course on the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”) and related compounds, and on how the results of these analyses are reported during OPCW proficiency testing. The course will be held at the Laboratorio de Verificación de Armas Químicas (LAVEMA) of the Instituto Nacional de Técnica Aeroespacial (INTA) in Madrid, Spain, from 23 May to 3 June 2016.
2. The course will be organised by LAVEMA with the support of the OPCW. The course is intended both for laboratories that are active, or plan to become active, in the analysis of chemicals related to the Convention, and for those that are participating, or intend to participate, in the OPCW proficiency test.
3. The goal of the course is to improve participants’ practical skills in analysing chemicals related to the Convention, and in using gas chromatography (GC) and gas chromatography-mass spectrometry (GC-MS). Participants will first be given an introduction to the chemicals related to the Convention, sample preparation techniques, and the theoretical aspects of GC and GC-MS. This will be followed by a presentation on sample analysis using GC equipment with different types of detectors, as well as GC-MS equipment. A discussion will then take place on how to interpret the mass spectra that have emerged as a result of the analyses. The participants will also familiarise themselves with how to maintain these instruments in a manner that ensures a high standard of performance. Finally, they will be instructed on how to report these results during the OPCW proficiency tests. The skills provided by the course may be utilised in analysing different types of environmental samples containing various types of chemicals.

¹ GRULAC = Group of Latin American and Caribbean States.



4. The course will consist of the following elements:
 - (a) the preparation of environmental samples;
 - (b) the properties of Convention-related chemicals;
 - (c) an introduction to GC and GC-MS equipment;
 - (d) the interpretation of mass spectra;
 - (e) exercises on sample preparation;
 - (f) the use of GC and GC-MS equipment;
 - (g) an introduction to the Convention and related compounds synthesis;
 - (h) an introduction to high-performance liquid chromatography/mass spectrometry (HPLC-MS);
 - (i) an introduction to the Quality Assurance System according to ISO/IEC 17025:2005²; and
 - (j) the reporting of results during OPCW proficiency tests.
5. The course will accommodate a maximum of 15 participants from Member States in the GRULAC region. The Secretariat will select participants in consultation with LAVEMA and will notify the successful candidates, who will then receive an official invitation to participate from the Secretariat.
6. For all participants, the Secretariat will cover the costs of international travel, medical insurance, and visas, and will provide a terminal allowance, as well as a daily allowance to cover meals and incidental expenses, in accordance with OPCW rules. When making international travel arrangements, the Secretariat will seek the most economical options. The Secretariat will not cover expenses unrelated to the course or those resulting from unauthorised changes to travel arrangements.
7. LAVEMA will provide accommodation in Madrid for all participants. Information regarding the accommodation will be sent to participants together with the invitation.
8. Participants are requested to obtain necessary visas before travelling to Spain. As noted above, the Secretariat will cover the costs of visas. It will reimburse participants upon production of original receipts. Information on applying for Schengen Area visas will be provided to participants once they have been selected.

² ISO/IEC 17025:2005 = General requirements for the competence of testing and calibration laboratories.

9. Participants should:
 - (a) hold a degree or diploma in chemistry or analytical chemistry from a recognised university/institution;
 - (b) have at least three years of work experience in analytical chemistry or other relevant fields;
 - (c) have experience working with either GC or GC-MS techniques; and
 - (d) be citizens of Member States of the GRULAC region.
10. The course will be conducted in Spanish, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of both written and spoken Spanish.
11. Female candidates are encouraged to apply.
12. Applicants from laboratories in Member States in the Latin America and Caribbean region are invited to complete the application form that is included as the Annex to this Note, making sure to provide all the information it requests, including contact details. The completed form, together with a detailed curriculum vitae and a recommendation from the National Authority or the Permanent Representation of the applicant's country to the OPCW, should be sent to the Head, International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Applications may also be submitted by email to icb@opcw.org (quoting "Spain Course, LAVEMA, 2016" in the subject line). All applications must be received by the Secretariat **no later than 13 March 2016**.
13. Additional information may be obtained from the International Cooperation Branch, the OPCW, at the email address icb@opcw.org or at the contact telephone numbers given below:

Ms Julia González Rodríguez:	+31 (0)70 416 3239
Mr Sergey Zinoviev:	+31 (0) 70 416 3611

Annex: Application form (English only)

Annex

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23 MAY – 3 JUNE 2016**

APPLICATION FORM

Applicants should submit the completed form, together with a detailed curriculum vitae and a recommendation from the National Authority or the Permanent Representation of their State Party to the OPCW, by **13 March 2016** to:

The Head, International Cooperation Branch
International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Email: icb@opcw.org

All documentation must be received **no later than 13 March 2016**.

Please type or use BLOCK LETTERS.

Family name [*]			
First name(s) [*]			
Date of birth	Day	Month	Year
Citizenship			
Gender ^{**}	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Expiry date	Day	Month	Year
Place of issue			
Areas of expertise			
Employer			
Contact address (Please do not give a post-office box number)	Street		
	Number	Postcode	
	City		
	Country		
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		

^{*} Please give the first and family names exactly as they appear in the nominee's passport.

^{**} For this and all similar items, please tick the appropriate box.

